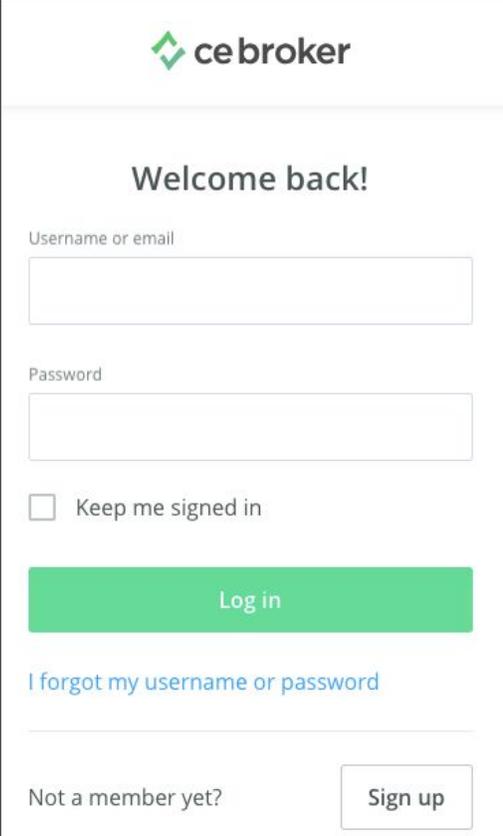


How to “Claim” your CE Broker account

Arizona Board of Occupational Therapy

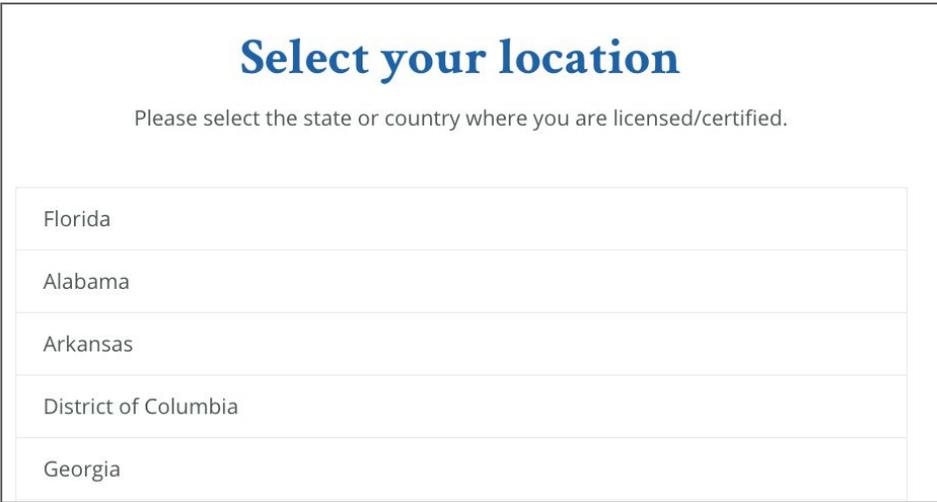
To claim free basic account in CE Broker by visit www.cebroker.com and click the green **Sign-In** button in the top right corner of the website.

Then you will click on the grey **Create an account** button.



The screenshot shows the CE Broker login interface. At the top is the CE Broker logo. Below it is the heading "Welcome back!". There are two input fields: "Username or email" and "Password". Below the password field is a checkbox labeled "Keep me signed in". A prominent green "Log in" button is centered. Below the button is a blue link "I forgot my username or password". At the bottom left is the text "Not a member yet?" and at the bottom right is a grey "Sign up" button.

Select your location and then click the **Save and Continue** button.



The screenshot shows a page titled "Select your location" in blue. Below the title is the instruction "Please select the state or country where you are licensed/certified." Below this is a list of options in a scrollable container: Florida, Alabama, Arkansas, District of Columbia, and Georgia.

Then click the **Get Basic** button inside the Basic box to claim the free account in CE Broker.

Basic
Limited access

NO COST

Get Basic

- ✓ Report hours manually
- ✓ Confirm course completions

Enter the license number for the account being claimed. Then click the **Continue** button.

1. Enter your license

License number

[Forgot your license number?](#) **Continue**

If there are multiple licenses with the same numeric number, you will see a list of license numbers, professions, and names. Click the license number that is applicable to continue.

We've found more than one match. Please select your license below		
99999999	Advanced Practice Registered Nurse	JANE DOE
99999999	Apprentice Appraiser	JANE DOE

Verify that the name and license number are correct. Enter your email address and create your username and password. Then click the green Continue button.

2. Create your account

Email address

Username

Password

Create Basic Account

Please note:

- If this is a public computer, the browser may remember another licensee's login credentials. Make sure you delete those credentials and enter the username and password that you just created.
- If you see a page saying that you are not authorized to view, visit www.cebroker.com and click the Sign In button on the top right corner of the website. Enter the username and password that you created when you claimed the account and click Log in.